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Bulletin Number	21632BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Children and Family Services
Position Title	SENIOR DISASTER SERVICES ANALYST
Exam Number	T1515D
Filing Type	Open Continuous
Filing Start Date	07/18/2013
Salary Type	Monthly
Salary Minimum	5699.55
Salary Maximum	7475.64
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	<p>Conducts a wide range of studies and analyses of disaster services and emergency preparedness programs and plans.</p> <p>Positions allocable to this class typically report to a senior manager responsible for emergency/disaster preparedness programs in a large County department, and are distinguished by their responsibility for carrying out special studies, projects, and assignments, as directed. Positions in this class also act as team leader of staff assigned to assist them in the conduct of major studies or in providing for staffing of temporary emergency shelters. Incumbents of these positions must exercise a working knowledge of the Federal, State, and County policies, plans and guidelines for emergency/disaster management.</p>
Essential Job Functions	<ul style="list-style-type: none"> • Formulate, develop, implement and update the Department's disaster service plans. • Manage the Department's response and activities in response to disasters. • Provide ongoing training to staff on disaster preparedness, emergency evacuation, business recovery, shelter care and disaster planning. • Manage process of information distribution to staff to facilitate their services to clients in a post disaster scenario. • Manage the development of planning initiatives to identify disaster recovery methods. • Establish area impact maps and lists of potential client victims in disaster areas. • Coordinate the Department's regional collaboration with departmental facilities contacts on mitigation, response and recovery efforts associated with disaster events. • Coordinate the Department's response with other County/State agencies associated with disaster events. • Develop training modules and conduct training at DCFS regional offices in all areas in disaster-related fields such as First Aid/CPR, Building Emergency Response Team, Building Emergency Coordinators, Disaster Assessment Response Teams. • Coordinate the Department's participation and execution of the

quarterly inter-department and annual county-wide disaster response drills.

- Represent the Department at various regional inter-departmental and state-wide Emergency Management meeting and committees.
- Review and interpret policy and laws regarding emergency management and disaster response and make recommendations to executive management on issues that would directly affect clients and staff.
- Supervise unit of staff responsible for ongoing emergency/disaster preparedness programs.

Requirements

ONLINE FILING ONLY

MINIMUM REQUIREMENTS:

Three years of **highly responsible** administrative or staff experience* dealing with the investigation and solution of problems of organizations, programs, system and procedures, or planning. **One year of the required experience must have been in a disaster or emergency services program.**** On the application, you must clearly identify the required experience with hours worked per week, detailed job responsibilities, and the length of employment from DD/MM/YR to DD/MM/YR.

Physical Class

Physical Class II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*Highly responsible administrative or staff experience is defined as experience **at the senior level** with extensive knowledge of program related area, processes and procedures, and experience in a specific subject matter.

Examples of disaster or emergency services programs are the Federal Emergency Management Agency (FEMA**), Standardized Emergency Management System (**SEMS**) and the National Incident Management System (**NIMS**).

Examination Content

This examination will consist of an interview weighted at 100%. The interview will evaluate Job Preparation, Leadership and Supervision, Analytical and Problem Solving, Adaptability and Dependability, Oral Communication and Interpersonal Skills.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

Special Information

FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:

All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) or the requirements of a "sensitive position" may be withheld from appointment or may be

	discharged.
Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Department of Children and Family Services.
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>No person may compete for this examination more than once every 12 months.</p>
Available Shift	Any
Application and Filing Information	<p><u>ON LINE FILING ONLY:</u></p> <p>Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. <u>Paper applications and/or resumes cannot be accepted in lieu of online application.</u> All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.</p> <p>We may close this examination at any time without prior notice.</p> <p>Applicants must submit their applications and required documents by 5:00 pm, PST, on the last day of filing. Applicants who submit the application and all required documents after the filing period will be rejected and will not be able to compete in the examination process.</p> <p><u>Note:</u> If you are unable to upload required documents to your online application, you may fax them to (213) 738-6470 within five (5) days of filing or by 5:00 pm, PST, on the last day whichever comes first. Please include exam title, exam number and your name on the documents.</p> <p>The acceptance of your application depends on whether you have CLEARLY shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employers, your job title, beginning and ending dates, hours worked, and salary earned. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.</p> <p><u>ADDITIONAL INFORMATION REGARDING ONLINE FILING:</u></p> <p><u>SOCIAL SECURITY NUMBER:</u> All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc) will result in an automatic rejection of your application.</p> <p><u>COMPUTER AND INTERNET ACCESS AT LIBRARIES:</u> For candidates who may not have regular access to a computer or the Internet, applications and JSQs can be completed on the computers at public libraries throughout Los Angeles County.</p> <p><u>NO SHARING USER ID AND PASSWORD:</u> All applicants must file their application on line using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.</p>
County of Los Angeles Information	View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair

Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Job Field	Administration
Job Type	Officials and Administrators

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